

City Attorney

THE CITY OF SAN PABLO, CALIFORNIA



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THE COMMUNITY

The City of San Pablo is located in West Contra Costa County off Interstate 80, minutes away from the Bay Area cultural centers of Berkeley, Oakland and San Francisco. Interstate 80 is the principal arterial route between the Bay Area and Sacramento where San Pablo is nestled between the cities of Pinole and Richmond and the neighboring cities of El Cerrito and Hercules. Historically one of the oldest Spanish settlements in the region, the San Pablo City Hall Fountain and Plaza reflect that heritage.

San Pablo is located less than 45 minutes from international airports in Oakland and San Francisco and access to the Bay Area Rapid Transit (BART) system and Amtrak passenger train service are close-by. AC Transit bus line service includes San Pablo in its route from Fremont to Richmond and containerized shipping, ports, and railway access are located in Richmond and Oakland.

Over the years, this city of 29,720 has become a thriving residential and business community. One mile away from City Hall, Contra Costa College, the community college for West Contra Costa County, serves an average of nine thousand (9,000) active students each semester. The college offers green job training programs and other certificate programs in addition to preparing students to enter four-year universities and colleges.

Within its 2.6 square miles, San Pablo provides a business friendly atmosphere and a well-balanced mix of goods, services and a wide-range of housing options. San Pablo is on the move and its city government is receptive to working with business owners and homeowners to facilitate new construction, renovations, and other improvements. Furthermore, the city operates a San Pablo Community Foundation that focuses on grants which enhance community support systems that directly benefit the residents through healthcare, music, education, anti-violence efforts, living skills and several other specific community services.

The 2010 Census shows San Pablo as an ethnically diverse population that consists of the following: White (10%); African American (16%); Hispanic or Latino (57%); and Asian (15%) consisting of Lao, Mein and Vietnamese. 68% of the city's residents speak a language other than English at home and 43% are foreign born. The median household income is \$43,000 with 36% of residents having completed some college education.

San Pablo's diverse community, affordability, and access to the entire Bay Area region are advantages that are found only in the City of San Pablo. For more information on the region please visit Contra Costa County's website at www.contracosta.ca.gov.



THE CITY OF SAN PABLO WINS ALL-AMERICA CITY AWARD

2014 AWARD SPOTLIGHT ON HEALTHY COMMUNITIES

The National Civic League recently announced that the City of San Pablo had won the 2014 All-America City Award, the country's most prestigious award for outstanding, community-based civic accomplishments. The All-America City Award, created in 1949, is the oldest community recognition program in the nation.

This year's awards had a special focus on successful efforts to address the underlying conditions that affect the health of communities. The City submitted an application listing three examples of successful community change, civic engagement, collaboration and innovation. The three examples used were:

HEALTH ELEMENT AND THE CHILDHOOD OBESITY

PREVENTION TASK FORCE. San Pablo was the first city in the state to create and add a separate health conscious planning element to its General Plan. In addition, a group of residents, non-profits and government agencies came together to form the Childhood Obesity Prevention Task Force to bring awareness and collectively provide resources to combat childhood obesity.

SAN PABLO ECONOMIC DEVELOPMENT

CORPORATION (SPEDC). San Pablo has been extraordinarily impacted by the difficult economy of the past several years. While there are many contributing factors, two were identified as chief to address: high unemployment rates and a struggling merchant community. Faced with these challenges the City created and funded the San Pablo Economic Development Corporation to create jobs as well as shift the needle in a positive direction for workforce and business development.

SAN PABLO POLICE DEPARTMENT COMMUNITY

PARTNERSHIP PROGRAMS. For years the San Pablo Police Department has worked on reducing crime and increasing the community's perceptions of safety through multiple public partnership programs. A majority of the public partnerships focused on youth with good reason. Many youth and young adults were falling victim to gang violence and in response the Police Department created programs that concentrated on intervention and prevention on issues relating to firearms, drugs, and gangs. In 2013, for the first time since 1986, San Pablo had zero homicides and experienced significant reductions in every category of reportable crime compared to 2012.

The City of San Pablo is the only city in California, and only one of ten in the nation, to receive this outstanding award in 2014!

For more information on the incredible efforts being put forth by the City of San Pablo please visit their website at www.sanpablocity.gov.

THE CITY ATTORNEY POSITION

The City of San Pablo was incorporated in 1948 as a general law city under the laws of California and operates under the Council-Manager form of Government. The City Council has five members who are elected at-large for overlapping four-year terms. The Mayor is selected by the City Council each December.

Reporting directly to the City Council, the City Attorney plans, organizes, directs, manages and reviews the services of the City Attorney's Office; serves as legal advisor to the City Council, City Manager, all City departments and various City boards and commissions, ensuring that decisions are made and policies formulated with an appreciation for possible legal consequences; represents the City in litigation; and other related work as required.

Other essential duties and responsibilities include, but are not limited to: developing and implementing Departmental goals, objectives and priorities; developing and administering the City Attorney Departmental Budget; preparing or overseeing the preparation of City contracts, conveyances, and documents; assisting and advising the City Manager and City Council regarding labor relations and employment law matters; and maintaining communication and coordination with government officials, the courts, and other government agencies and professional groups.

THE IDEAL CANDIDATE

After 24 years of service to the City of San Pablo, current City Attorney Brian Libow will be retiring on December 30, 2014. The San Pablo City Council is seeking an exceptional, experienced attorney with demonstrated expertise in municipal law, particularly in the areas of land use and economic development, conflict of interest law, Brown Act compliance, drafting and review of contracts, public works, employment law, and code enforcement.

The City Attorney is in essence a sole practitioner – there are no deputies or assistants in the office. The new City Attorney should be a prolific multi-tasker who is able to give conclusive and timely legal advice in a short turn-around window where warranted, yet be willing to take the time to get it right. The ideal candidate will recognize that the nuts and bolts of the practice is serving city staff as well as the City Council. A candidate who understands the needs of the City as well as those of internal and external stakeholders will be valued. The new City Attorney will demonstrate a commitment to placing these needs foremost in the decision-making process regarding any issue at hand. Candidates for this position must possess excellent communication skills in all modalities, the ability to adjust communication style to a diversity of audiences, and a willingness to develop positive working relationships with diverse groups and individuals.

The new City Attorney will:

- Be an open and transparent collaborator;
- Be able to work creatively and tactfully toward solutions that may require bold, strategic action;
- Alert City personnel and elected officials to potential legal roadblocks;
- Offer alternatives that allow City Council policy objectives to be met in a way that duly protects the City from risk and reconciles the needs of City departments and individuals who may have differing interests;
- Be able to appreciate and understand fiscal sustainability, efficiency, and the use of technology in government;

- Have a strong work ethic;
- Possess a problem-solving focus.
- Manage multiple priorities.
- Be thorough and detail-oriented.
- Demonstrates patience, tact, and courtesy.

The City Attorney for the City of San Pablo serves as a key member of the City's Executive Leadership Group. The chosen candidate will demonstrate the ability to be an active participant in strategic visioning for the City and one who will embrace effective existing relationships of the City of San Pablo as valued assets.

Candidates for this position should be known for the ability to work through conflict and disagreement respectfully and to assist in the development of consensus while maintaining and enhancing positive working relationships. The City of San Pablo is on the way up and the City Council and the City's Executive Leadership Team are looking for just the right person to replace retiring City Attorney Brian M. Libow.

Candidates will have in-depth knowledge of municipal law and proven experience in a local government agency. Juris Doctorate from an accredited school of law and membership in the State Bar of California required.

COMPENSATION AND BENEFITS

The salary is dependent upon professional qualifications and experience. In addition, excellent benefits will be offered including: PERS (Public Employees Retirement System) 2.5% age 55 formula for "classic members", and

2% at age 62 for new members; choice of health plans – employee pays a portion of the monthly premium (\$150/month for Kaiser, 20% of premium for all other health plans); Delta dental plan of California with 50/50 orthodontia coverage for children; dual medical reimbursement up to \$500 for family coverage for employees covered through another source; \$450 annually for a Section 125 flexible spending account; 4-day work week schedule; 112.5 hours of administrative leave; 75 hours of vacation leave to start, up to 225 hours after 24 years of service); 7.5 hours per month of sick leave; \$200,000 life insurance policy; 13 paid holidays per year; 1 floating holiday per year; and an employee assistance program.

Appointment will be based on best fit, education, training, competency, and experience as it relates to the position of City Attorney, successful completion of a thorough background investigation, reference checks and physical exam.



SEARCH SCHEDULE

Resume filing deadlineFebruary 17, 2015
 Preliminary interviews
 February 18 through March 10, 2015
 Recommendation of CandidatesMarch 12, 2015
 Finalist InterviewsMarch 30, 2015

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please send your resume and cover letter electronically to:

Peckham & McKenney
apply@peckhamandmckenney.com

Resumes are acknowledged within two business days. Call Phil McKenney toll-free at (866) 912-1919 for more information.

The City of San Pablo is an Equal Opportunity Employer.



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